



## **AUDITORIUM : CHARTER OF DUTIES**

**In-charges : Mr Swapan M, Ms Kavita P & A.O**

| S.N | FUNCTION / ACTIVITY  | RESPONSIBILITY  |
|-----|--|---|
| 1   | LCD Projector (Including maintenance on a day-to-day basis)  | Ms Meetu T<br>Mr Narender Kumar, Mr Sunderlal<br>Mr Rajnish (Assistance)  |
| 2   | Power Supply (Operation of ACs, Generator system, lights etc)  | Mr Jagatpal, School Electrician<br>(In consultation with A.O. and E.O. only)  |
| 3   | Light & Sound (Operating, setting, maintenance (including switching on/off of lights and fans etc)   | Sound : Mr P Pallavi & Mr Tulsiram<br>Lights : Mr Swapan M (Resource to be hired for operation of lights)<br>School Electrician to assist at all times  |
| 4   | Podium (Cleaning & Placement etc)  | Mr Deepak Rana, Mr Sunderlal<br>Ms Kamleshwari and Ms Manorama<br>(For cleaning & polishing)  |
| 5   | Brass Lamps  | Ms Neha Gupta (Custodian)<br>Ms Maya, Ms Geeta (For cleaning & polishing)   |
| 6   | Cleanship of Auditorium (Sweeping/mopping of floor and stage, vacuum cleaning of curtains and wings, dusting of chairs, tables and sofas, fans).     | E.O.<br>Mr Harinder Negi and Mr Deepak Rana (Supervision)<br>Mr Vishnu and other outsourced staff of Sr School  |
| 7   | <u>Green Rooms</u><br>(a) Cleanship (Sweeping, mopping & dusting of Green Rooms<br>Weekly monitoring<br>(b) Costume Management<br>(c) Key Management | Mr Vishnu and other outsourced staff of Sr School<br><br>VPL, HMs & E.O.<br><br>Ms K Sood & Ms V Khurana (Pre Primary)<br>Ms Sumana & Ms Nisha R (Primary)<br>Ms Kamna J & Ms Poonam S (Middle & Sr)<br><br>VPL & HM (Pr)                                     |
| 8   | Seating Arrangement (Placing of Chairs, Sofa, Tables)  | Mr Harender Negi, Mr Ompal Singh, Mr Dipti Singh & Mr Sohnvir   |
| 9   | Safety precautions against fire & earthquake   | <u>Fire</u> : A.O., E.O, Mr Ajay Kumar<br><u>Earthquake</u> : Ms Kritika Shreya<br>Mr Jagatpal, Ms Dipti Singh, Mr Deepak Rana,<br>School Electrician (Assistance)<br>Overall supervision for school events : VPL & HMs<br>(for details refer to Annexure-II) |
| 10  | Arboriculture  | Ms N Bhatnagar, Mr U Verma (Overall Incharge)<br>Ms Neeru Sharma (Pre Primary)<br>Ms Shalini G (Primary)<br>Ms N Bhatnagar & Mr U Verma (Middle & Sr)<br>(Under the supervision of respective Reporting Officers)   |
| 11  | Booking of the Auditorium (15 days prior to any event)   | Ms Kavita Pandey (Overall Incharge)<br>All proposals to be routed through the respective Reporting Officers VPL & A.O<br>(Refer to Annexure-III)  |
| 12  | Winding Up of the Auditorium (on completion of an event)   | Item co-ordinators<br>(To be assisted by Lab Attendants and support staff)<br>Intervention of A.O. is desired   |
| 13  | Repair, Maintenance & Upkeep   | Mr Swapan M, Ms Kavita, Mr P Pallavi, A.O., E.O., HMs / VPL   |

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Encl. : Annexure 1, 2 & 3

### Distribution

Staff (Teaching & Non-Teaching)

Website, File

HMs/VPL





## **AUDITORIUM ETIQUETTE**

**In order to make every performance enjoyable for all, a basic set of rules is to be observed by each one of us.**

1. Always enter or depart from the Auditorium in an organized and disciplined manner along with your class / subject teachers.
2. Never enter or leave a performance midway as it distracts others.
3. No one likes having you squish your way into the seats, once the auditorium lights are down, so be on time.
4. Don't take up more than your own space when sitting on chairs or durries.
5. Always remember, feet do not belong on chairs.
6. Refrain from talking, laughing, joking, poking each other especially when the stage performance is on.
7. Whistling, yelling and making catcalls are definitely not the forms of appreciation, so must be avoided.
8. Do not sing along while watching a programme.
9. If you have to cough, cover your mouth.
10. Always clap at the end of the performance.
11. No food or drink is allowed inside the Auditorium.
12. Chewing gums and Candies are absolutely prohibited inside the Auditorium, Green Room, Wings etc
13. Do not carry pieces of papers, chalks etc to the Auditorium.
14. Do not run or jump on the Chairs and Sofa sets inside the Auditorium.
15. The student audience must keep waiting (being seated) in completion of the School Function/ School Programme, until the Chief guest / Guest of Honour leaves the School Auditorium.
16. When asked to exit, get up and leave as instructed by your teachers, do not create pandemonium.
17. While the Rehearsals are on for any school event, do not misuse the Auditorium property, i.e Sofa's, Chairs, Mikes, Curtains, Windows, LCD Projector and Props.

### **FOR THE PARTICIPANTS**

- Keep the Music and Sound to a moderate level. Remember, we all share walls with others.
- Honour your allotted time frame, others may be using the facility before and after you.
- Set up and put away all props and costumes used by you properly in their places.
- Do not tape wires etc to the floor, people might trip and fall.



**Bal Bharati  
PUBLIC SCHOOL**

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Website : <http://bbpsnoida.balbharti.org>

## **AUDITORIUM USAGE POLICY**

### **From the Desk of Principal (Strictly to be adhered to)**

- The facility must be received through A.O at least 48 hours prior to the event.
- The Staff Members booking the Auditorium must be present throughout the duration of the event in order to co-ordinate the programme in capacity of the Convenor.
- Before the lights dim and opening credits start to roll in, the Evacuation Plan must be read out to all the students.
- The doors to the Auditorium must never be bolted.
- The entry and exit points to the Auditorium must not be cluttered with furniture/props etc
- No equipment or materials must be stored / kept in the wings or steps going upto the stage.
- At the end of the event all Lights, Fans, Air Conditioners and Electronic equipments must be turned off.
- All the doors and windows must be secured at the end of the event.
- For Staff & General body Meetings, the Staff Reps are required to book the auditorium in consultation with the Vice Principal

**Action** : Ms K Shreya  
Ms Shalini Gupta  
Ms Manju Malkoti

**Action** : Respective Convenors



**AUDITORIUM USAGE PROFORMA**

**(THIS FORM IS TO BE COMPLETED AND SUBMITTED 48 HOURS PRIOR TO THE EVENT)**

- Date of Submission : .....
- Name and Nature of the Event : .....
- Name of the Convenor : .....
- Contact No. : .....
- Arrival Time for Setup : .....
- Activity Start Time : .....
- Date(s) for Booking : .....
- Approx No of People Attending : .....
- E-mail id : .....
- Dispersal Time : .....
- Activity Finish Time : .....

| <b>A. <u>DESCRIPTION OF THE ACTIVITY</u></b> |                          | <b>STAGE PROPS REQUIRED</b> |
|--|--------------------------|-----------------------------|
| 1. Presentation (Workshop/Seminar)           | <input type="checkbox"/> | 1. ....                     |
| 2. Inter House Function                      | <input type="checkbox"/> | 2. ....                     |
| 3. School Function                           | <input type="checkbox"/> | 3. ....                     |
| 4. Annual Day                                | <input type="checkbox"/> | 4. ....                     |
| 5. Inter School Event                        | <input type="checkbox"/> | 5. ....                     |
| 6. Staff Meeting                             | <input type="checkbox"/> | 6. ....                     |
| 7. Any other activity                        | <input type="checkbox"/> | 7. ....                     |

**B. A/V REQUIREMENTS**

- (a) Wired Handheld Mikes
- (b) Cordless Handheld Mikes
- (c) Collar Mikes
- (d) Mikes with stands
- (e) Stage Mikes
- (f) Lights, if required

- Projector and projection screen required : Yes / No
- Laptop / Desktop / DVD Player / CD Player : Yes / No
- Network and wiring for Computer : Yes / No
- Cable and Connection for video : Yes / No

**C. FURNITURE REQUIREMENTS**

- Chairs : Yes / No Number(s)
- Sofas : Yes / No Number(s)
- Coffee Tables : Yes / No Number(s)
- Other Tables : Yes / No Number(s)
- Durries : Yes / No Number(s)

**D. GENERAL REQUIREMENTS**

- Air conditioning : On / Off
- Fans : On / Off
- Stage Curtains : Required / Not Required
- Green Room : Required / Not Required
- Help Required for placing props (Specify Nos) : Required / Not Required

All proposals for booking of the Auditorium are to be filled and submitted to Ms Kavita Pandey, routed through respective Reporting Officers, A.O. and vetted by Vice Principal, 48 hours in advance, prior to the event.